

# ICP Quality Assurance Checklist



Client:  
Project:  
Project Developer:  
QA Assessor:

ICP Protocol: Targeted Multifamily v2.2

Reviewer\*:

Date:

Signature:

*\*Reviewer must be qualifying individual per ICP QA Assessor Application*



By signing this ICP QA checklist, the ICP Quality Assurance Assessor attests to having reviewed the project development documentation and verifies that the project substantially conforms to the ICP Protocols and the ICP Project Development Specification. This signature does not constitute a guarantee of energy savings performance, nor does it signify that the reviewer is taking professional responsibility for the required documents and engineering produced by the project developer.

Comments (including information regarding clarifications, reservations, irregularities, deficiencies, missing documentation, etc.)

## BASELINING CORE REQUIREMENTS

- Complete energy data and computer file
- Utility baseline period and justification
- Definition of measurement boundary
- Weather data - related baseline if applicable
- Occupancy data - related baseline if applicable
- Building asset data
- Baseline operational/performance data
- Normalized / regression-based baseline
- Utility bill(s) and rate structure  
(including *demand charges* or *Time-of-Use charges*)
- Adjustment factors relevant to M&V Plan

## DESIGN, CONSTRUCTION, AND VERIFICATION

Operational Performance Verification plan

## SAVINGS CALCULATIONS

- Qualification of savings calculations modeler
- Savings calculation model description and documentation
- Input / variable documentation
- Interactive results (if applicable)
- ECM results (individual and package)
- Cost estimate basis and documentation
- Acceptable and clear reporting format

## OPERATIONS, MAINTENANCE, AND MONITORING

Operations, Maintenance and Monitoring Plan

## MEASUREMENT AND VERIFICATION

Measurement and Verification plan

Project Developer Requirements and Credentials per section 6 of ICP Protocols